

**STATE DRIVING BUSINESSES LICENSURE BOARD**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 12/18/2014**

**BOARD MEMBERS PRESENT:** Sally K Phillips - Chair  
Jason Jerome  
Wayne Patrick Johnson  
Lon Arthur Pyper Sr.  
Theresa Ann Bradford

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel  
Roger Hales, Administrative Attorney  
Cherie Simpson, Management Assistant  
Pam Rebolo, Technical Records Specialist  
Maria Brown, Technical Records Specialist

The meeting was called to order at 1:00 PM MST by Sally K Phillips.

**APPROVAL OF MINUTES**

Mr. Pyper made a motion to approve the minutes of 9/8/2014. It was seconded by Mr. Jerome. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. She reminded the Board of its temporary rule change and where it is located on the Board's website. The rule change is to allow the Board to waive the apprenticeship requirement for licensure for those applicants who hold a current equivalent license in another state or who have the requisite training and experience.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of (\$25,105.32) as of 11/30/2014.

## **DISCIPLINE**

### **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

Ms. Peel explained the complaint process to the Board.

## **FOR BOARD DETERMINATION**

Ms. Bradford made a motion to approve the Bureau's recommendation and authorize closure in cases I-DRB-2014-3 and I-DRB-2014-4 with warning letters. It was seconded by Mr. Johnson. Motion carried.

Mr. Jerome made a motion to approve the Bureau's recommendation and authorize closure in case I-DRB-2014-10 with an advisory letter. It was seconded by Mr. Johnson. Motion carried.

## **OLD BUSINESS**

### **TEMPORARY RULE CHANGE**

Mr. Hales addressed the Board on its temporary rule change and how it came to be. The Board voted on and approved the temporary rule change. The temporary rule was then sent to the Governor's Office and approved. It has been published. He stated that Ms. Carrie Gilstrap, former Board specialist, received an e-mail from Board Member, Johnson. No action was taken by the Board.

The Board reviewed a form created by the Bureau staff and the Idaho State Department of Education staff for certification of licensure for Idaho Public Driving Instructors who wish to be licensed as private instructors without going through an apprentice program. Mr. Johnson made a motion to approve the Idaho State Department of Education Verification of Licensure for Driving Business Instructor form. It was seconded by Mr. Johnson. Motion carried.

## **TO DO LIST**

The Board reviewed its to do list. No action was taken by the Board.

## **NEW BUSINESS**

### **LEGISLATIVE IDEAS**

The Chair addressed the Board and read an e-mail that she received from former Board Chair Mike Ryals regarding the legislative ideas on the Board's Agenda.

He stated what the role of the Board is and advised the Board that the items listed were items that should be addressed through the association, not the Board. Ms. Cory stated that the Board's role is public protection and the association's role is to advocate for the profession.

The Board reviewed its rules regarding classroom instruction. Mr. Johnson agreed to do some research on other states' educational requirements. He will bring the information back to the Board during the next Board meeting.

## **CONTINUING EDUCATION AUDIT**

Ms. Brown addressed the Board regarding its continuing education audit process. The Board recently conducted its first CE audit. Mr. Jerome made a motion that if education was taken, but it was outside of the audit period, a warning letter would be issued to the licensee for this first audit. If the licensee had not taken any continuing education, or had failed to respond to the audit, a case would be created and turned over to the Investigative Unit for follow-up. The Investigative Unit would issue a Notice of Violation and Settlement Order and require that the licensee pay a \$100.00 fine, costs and fees, and make up the education within six months. It was seconded by Mr. Johnson. Motion carried.

## **RENEWAL FORM**

The Board reviewed its current renewal form and discussed removing the question that related to fingerprinting. Mr. Jerome made a motion to remove question number one pertaining to fingerprinting from the form. It was seconded by Mr. Johnson. Motion carried.

## **EXECUTIVE SESSION**

Ms. Bradford made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Johnson. The vote was: Ms. Phillips, aye; Mr. Pyper, aye; Mr. Jerome, aye; Ms. Bradford, aye; and Mr. Johnson, aye. Motion carried.

Ms. Bradford made a motion to come out of executive session. It was seconded by Mr. Johnson. The vote was: Ms. Phillips, aye; Mr. Pyper, aye; Mr. Jerome, aye; Ms. Bradford, aye; and Mr. Johnson, aye. Motion carried.

## **APPLICATIONS**

**Pending**

It was moved by Ms. Bradford to hold the following application pending further information:  
901131526

It was seconded by Mr. Johnson. Motion carried.

### **NEXT MEETING**

The next meeting will be scheduled as needed. The Board would like staff to check with the association and the Department of Education and try to schedule its next meeting to coincide with the seminars put on by the respective organizations.

### **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

The Board discussed the election of the Chairman. Mr. Johnson made a motion to elect Ms. Phillips as the Board's Chairman. It was seconded by Ms. Bradford. Motion carried.

### **ADJOURNMENT**

Mr. Johnson made a motion to adjourn the meeting at 4:00 PM. It was seconded by Ms. Bradford. Motion carried.

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Sally K Phillips, Chair

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Jason Jerome

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Wayne Patrick Johnson

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Lon Arthur Pyper Sr.

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Tana Cory, Bureau Chief